KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Tuesday November 25, 2014
Commissioners’ Auditorium
1:00 p.m.

Present
Board of Health (BOH): Gary Berndt, Obie O’Brien, Rich Elliott
Absent: Dr. John Asriel, Paul Jewell

Kittitas County Public Health Department (KCPHD): Candi Blackford, Mark Larson, M.D., Robin Read, Kaitlyn Reddick, Sonora Stampfly, Liz Whitaker

Gary Berndt called the meeting to order at 1:04 p.m.

Minutes
Gary Berndt asked for a motion to approve the October 16, 2014 minutes as presented.

Motion 11-01: Motion to approve the October 16, 2014 minutes as presented. Rich Elliott moved to approve the October 16, 2014 meeting minutes as presented. Obie O’Brien second. All approved.
Motion 11-01 carried to approve the October 16, 2014 meeting minutes as presented.

Introductions
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Nancy Jewett introduced herself as a member of the Board of Health Advisory Committee (BOHAC).

BOHAC report
Nancy Jewett informed BOH members that during the last BOHAC meeting they received the public health budget narrative and the committee voted in favor of recommending the public health budget to the commissioners.
Gary Berndt asked if there were openings on BOHAC. Nancy Jewett noted that it was recommended at the last BOHAC meeting that the membership sub-committee meet and discuss possible recommendations for future members, as there have been three resignations in the last couple of months. Robin Read also briefly reviewed the process for selecting future BOHAC members and the future plans to recruit new members.
Department Updates/Issues
Administrator Update:
Robin Read gave an update on the active tuberculosis case in Kittitas County. The Public Health nursing staff have been administering direct-observe medication therapy five days a week. There is a very low risk of the infection spreading to the community.
Ms. Read reported that there have been over 15,000 Ebola cases and 5,406 deaths in Guinea, Liberia and Sierra Leone as of November 20, 2014. The U.S. has seen four total cases, with one resulting in death. Eight hospitals in Washington State have been designated to care for Ebola patients, if the need arises. The hospitals are located in Bremerton, Tacoma, Spokane, Everett, Seattle, and Issaquah. Eleven travelers to Ebola-affected countries are currently being monitored by local health officials in Washington State, another nine have completed monitoring as of November 20, 2014. Joint Base Lewis-McChord is expecting military personnel to be returning from these countries in the next day or two, and they will be monitored for twenty-one days.
Ms. Read informed the board that the Kittitas Valley has been experiencing the first wintertime inversions of the season, resulting in poor air quality. There have been several days of “unhealthy for sensitive populations” ratings on the air quality monitor that sits atop of Hal Holmes Community Center in Ellensburg.
Ms. Read also discussed the following:
Contracts/Agreements:
- Contract with Premera to bill for services was approved on November 5, 2014
- An agreement with Americares to receive donated vaccine was approved on November 5, 2014
- The Consolidated Contract Amendment 16, making minor changes in the deliverable dates for one of the immunization grants, was approved on November 18, 2014 Dr. Asriel was reappointed to the BOH by the Board of County Commissioners on November 5, 2014 and his new term will end on November 30, 2017

Staffing:
- Annemarie Hill, Public Health Nurse, has submitted her resignation; the part-time position will be posted as soon as department performance evaluation deadlines are met

Highlights/Accomplishments:
- The annual drive-thru flu clinic resulted in administering three hundred and eighty-two flu vaccinations; the most vaccinations the department has done, at a drive-thru clinic, except during the 2009 H1N1 season
- Three outstanding grant applications are still in process:
  - Medical Reserve Corps project grant
  - Continued Air Quality Assessment through Ecology
  - Air Quality Capacity grant through Emergency Preparedness
Robin Read thanked Kasey Knutson, Holly Myers, and Amy Fuller on their leadership for these applications
- The third Communities of Health meeting was held on November 3, 2014 with thirteen participants; a fourth meeting has been scheduled for December 8th to further discuss the top issues of obesity, mental health, and developing a collaborative community change
- The department has issued twenty-six water mitigation certificates to date

Program Updates:
- The Water Advisory Committee, consisting of twelve active community members and a facilitator, has had two successful meetings to discuss water quantity
- Staff presented water code “clean-up” changes that were approved by the Board of County Commissioners
• A customer service survey has been implemented at the front desk; results will be reported to the Board of Health after collecting surveys for a few months
• Staff have been working with Information Technology and Community Development Services to select a new software system for permitting in the county. An RFP was issued and three applicants were chosen to present to the county
• A recent newspaper article about new e-cigarettes and vaping shops in the county contained unfounded messages about the effect of these products on tobacco cessation; the health department issued a press release to remind the public that there is no research to support the claim that these products are successful in tobacco cessation, nor is there sufficient research to show that the products are safe to use
• The department is in discussions with Community Health of Central Washington about whether or not they will continue to administer the Children and Youth with Special Health Care Needs program; this program is a requirement under our Maternal and Child Health grant
• The department is considering downsizing clinic services in the year ahead in response to a potential public health nursing shortage due to position openings, temporary leave of absences, and lack of capacity in the department
• The health department currently has four open health orders: three for failed septic systems and one for solid waste and meth contamination issues. Progress is being made on compliance with the orders

Admin updates:
• Kaitlyn and Robin have been working diligently on the 2015 budget proposal
• Dr. Larson and Robin met with the director of the Central Washington University Student Wellness Center to discuss strengthening our partnership
• The health department submitted an application for county historical preservation funds to help preserve and display historical health department photos
• Discussions are taking place about whether Kittitas County should be in the Accountable Communities of Health with the North Central or Greater Columbia region, despite the fact that we are currently participating in the planning activities for the North Central region

Health Officer Update
Dr. Larson discussed the need for public health to be ready for an outbreak of a rarely seen communicable disease, like tuberculosis (TB). There has been a large push for Ebola training, disease planning and being prepared for if/when the community is presented with a patient that has been exposed to Ebola. Dr. Larson discussed the Ebola planning documents, which have his name on them, and how he would be most likely to care for the patient. Several years ago, the health department had a homeless TB patient whose care ended up costing the county a significant amount of money. The county had to put the patient up in a hotel and do daily monitoring. The current tuberculosis patient is older and is compliant. The health department is monitoring the patient daily to ensure she takes her medications as required. It is important to understand that if the public health infrastructure is taken away, there would be no one to do that work. Dr. Larson stressed the importance of being ready to handle these cases because it is not whether they will happen, but more a matter of when they will happen.

Financial Update
Kaitlyn Reddick reviewed the October 2014 financial report:
• October 2014—all programs and revenues and expenses budget to actual: Ms. Reddick noted that as of October 31, 2014 the department had 82% of permits collected and the department is close to where we expected to be with payments received and grants; Public Health revenues are at 90% of budget currently
• Ms. Reddick compared year-to-date revenue actuals to annual budget
• October 2014—all programs revenues and expenses: previous year-to-date comparison reviewed
• Year-to-date expenditure actuals compared to annual budget: to date the department is still under budget
• 2014 year-to-date January through October all programs revenue by source: Ms. Reddick noted that businesses and licenses are still the biggest revenue source, followed closely by federal funding

Business
2015 Budget discussion
Ms. Read informed the BOH that she met with the Board of County Commissioners last Monday to present the 2015 public health budget. The commissioners asked the health department to make cuts and reduce the amount of public health fund balance being used. Ms. Read and Ms. Reddick were able to cut approximately thirty thousand dollars from the proposed budget by eliminating staff changes, decreasing new computer and, office equipment requests and reducing food expenditures. Ms. Reddick also added the program line item expenditures as requested. Ms. Read also added in the air quality grant of twenty-one thousand and one part-time staff person for the six-month grant. There was discussion about other possible revenue sources and the possibility of SANE funds that may be funded through another program at some point in the future.

BOH Resolution 2014-02 to extend the 2014 Public Health Fee schedule into 2015
Ms. Read reviewed the 2014 BOH resolution extending the 2014 Public Health Fee Schedule since the department is not proposing new fees at this time. The department is hoping to have new fees by mid-2015, but an extension of current fees is needed until that time.

**Motion 11-02: Motion to approve the BOH Resolution 2014-02 to extend the 2014 Public Health Fee Schedule into 2015. Rich Elliott moved to approve the BOH Resolution 2014-02 to extend the 2014 Public Health Fee Schedule into 2015. Obie O’Brien second. All approved. Motion 11-02 carried to approve the 2014-02 BOH Resolution to extend the 2014 Public Health Fee Schedule into 2015.**

Request staff annual archiving day of Friday, December 19, 2014 and the annual all staff retreat Friday, January 30, 2015
Ms. Read asked the BOH to approve the annual archiving day of Friday, December 19, 2014 and annual staff retreat day of Friday, January 30, 2015.

**Motion 11-03: Motion to approve the office closure for the staff annual archiving day of Friday, December 19, 2014 and the annual staff retreat day of Friday, January 30, 2015. Rich Elliot moved to approve the office closure for the staff annual archiving day of Friday, December 19, 2014 and the annual staff retreat day of Friday, January 30, 2015. Obie O’Brien second. All approved. Motion 11-03 carried to approve the office closure for the staff annual archiving day of Friday, December 19, 2014 and the annual staff retreat day of Friday, January 30, 2015.**

The meeting adjourned at 2:40 p.m.

**Next Board of Health Meeting will be held on December 18, 2014 at 10:00 a.m. in the Commissioners’ Auditorium**

[Signatures]

Paul Jewell, Chair of the Board of Health
Robin Read, Administrator, Kittitas County Public Health
Candi Blackford, Clerk of the Board of Health